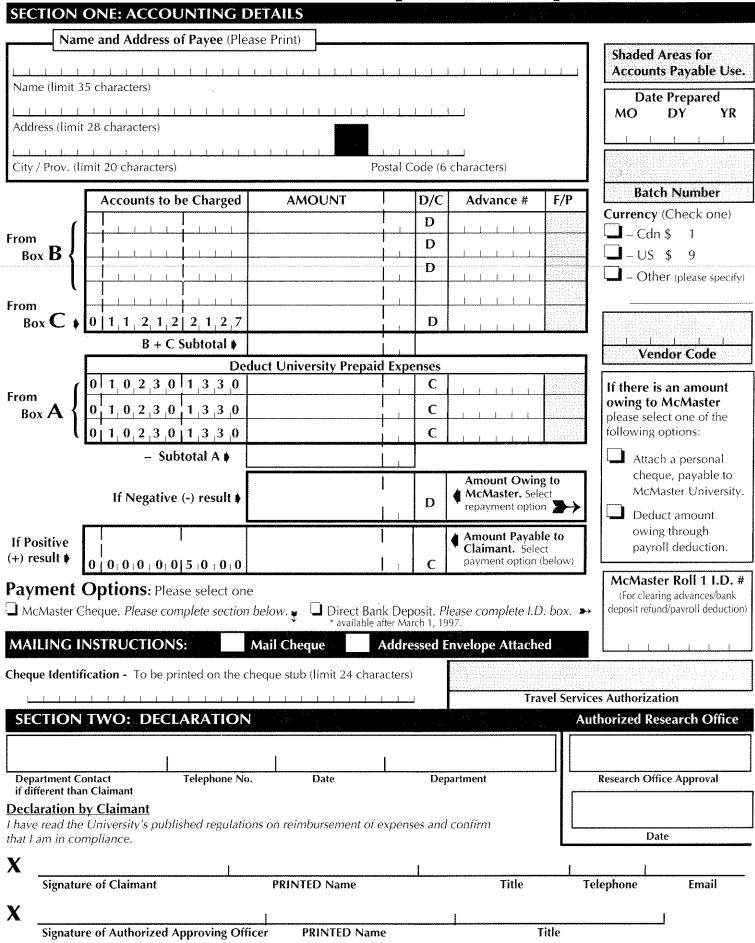


Expense Report





Please STAPLE original receipts here, facing upwards, in the order listed below

DATES From:		To:				
Please refer to the Travel Policy, and current per diem rates (available on website) or call McMaster Travel Services, ext. 24502.		UNIVERSITY PRE-PAID EXPENSES	TOTAL EXPENSES INCLUDING PREPAID EXPENSE			
xpense Detail	Receipt Requirement Please attach original receipts.	Cdn. \$ Equivalent	Foreign X Amount X	Exchange Rate	Cdn \$ Equivalent less Personal	GST Charged
irfare	Customer portion of Ticket identified as "Customer/Passenger" Coupon					
tailway/Bus	Passenger Ticket Stub					
Auto Allowance /ehicle Rental	m X \$ / m kms X \$ / km Customer's copy of the rental charges and gas receipts.					
axi	Taxi Receipt					
arking	Parking Receipt		·			
Accommodation	Detailed Statement including charges				Hilaha	
Meals with receipt	Itemized receiptdays X \$/day and/or					***************************************
1eals per diem	breakfast lunch dinner					
onference egistration	Registration Form plus original Receipt/ Proof of Payment					
liscellaneous please give details)	Original Receipts					

Total Prepaid •			Total Exp	nences A		Total GST
		A	subtract	amount Box C		x 67% ♦ =
					=B	С